Law Practice Management
Law 587
Fall 2015

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Textbook:
MATERIALS AND CASES ON LAW PRACTICE MANAGEMENT, Thomas McKnight Steele, Lexis/Nexis 2004.

Course Description:
An examination of issues related to the operation of a law practice. The student will gain an understanding of the practical aspects of the business of running a law practice. Particular emphasis will be placed on the organization of a law practice, business planning, law firm financial matters, employee management, client relations, insurance and marketing.

Attendance & Grading:
Classes meet Monday and Wednesday from 1:30 - 2:45. I will take attendance in class and follow the School of Law’s attendance policy. The attendance policy for this class will allow 4 misses. The class will have a Mid-term Examination and some other exercises and class participation points. Each student will submit a Business Plan at the end of the semester, which will be graded. An Outline of the proposed Business Plan will be due around the mid-point of the semester. No Final Examination.

TWEN:
There is a TWEN page for the course. Please sign on to the TWEN page immediately so that I can contact students as needed. Consult the TWEN page regularly. Changes in class meetings, assignments, and other important material will be presented on the TWEN page. It is your responsibility to check the TWEN page regularly.

Office Hours:
I am generally available to students, but since I am also the Director of Clinical & Experiential Programs and supervise students in the clinic, it is probably best to set up office appointments with me via email so that I can consult my calendar when setting up the appointment. You may e-mail me at erbes@siu.edu. For short meetings, feel free to stop by my office. If I am not busy, I will be glad to talk with you.

Emergency Procedures:
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC emergency Response Plan and Building
Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety’s website www.dps.siu.edu (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Course Schedule & Assignments:

**Week of August 24th**

24  Is the Practice of Law a Business?
**Assignment:** Read Chapter 1, pages 3 - 37

26  Basic Business Concepts
**Assignment:** Read Chapter 2, pages 39 - 61

**Week of August 31st**

31  Organization and Operation of the Law Practice
**Assignment:** Read Chapter 3, pages 65 - 89 and Illinois Professional Service Corporation Act, 805 ILCS 10/2 - 10/19

Sept. 2  Organization and Operation of the Law Practice
**Assignment:** Read Chapter 3, pages 90 - 121

**Week of September 7th**

7  Management Theory
**Assignment:** Read Chapter 4, pages 123- 153

9  Student Presentations on the Organization and Operation of the Law Practice

**Week of September 14th**

14  Business Planning
**Assignment:** Read Chapter 5, pages 155 - 187

16  Additional discussion and materials provided on Business Planning
Week of September 21st

21  Guest Speaker on Business Planning

23  Law Firm Accounting  
Assignment: Read Chapter 6, pages 191 - 227

Week of September 28th

28  Financial Management  
Assignment: Read Chapter 7, pages 229 - 253

30  Financial Management  
Assignment: Read Chapter 7, pages 253 - 281  
Student Presentations on Time & Billing Programs

Week of October 5th

5   Information Sources & Services  
Assignment: Read Chapter 12, pages 485 - 511

7   Client Trust Accounts  
Assignment: Read Chapter 8, pages 283 - 305 and Illinois Rules on Trust Accounts,  
Illinois Rule 1.15 of the Rules of Professional Conduct

Week of October 12th

12  Client Trust Accounts  
Assignment: Read Chapter 8, pages 305 - 336 and Dowling v. Chicago Options Assoc.,  
Inc., 875 N.E.2d 1012 (Ill. 2007)

14  Compensation Planning  
Assignment: Read Chapter 9, pages 337 - 361

Week of October 19th

19  Marketing  
Assignment: Read Chapter 15, pages 577 - 618

21  Midterm Exam